



U.S. Department of Justice  
**Federal Prison System**  
*Federal Correctional Institution*  
*Three Rivers, Texas 78071*

**Number:** TRV-5267.07  
**Date:** JULY 1, 2004  
**Subject:** VISITING REGULATIONS

# Institution Supplement

1. **PURPOSE AND SCOPE:** The purpose of this supplement is to establish procedures for inmate visiting at FCI/SCP, Three Rivers, Texas.
2. **PROGRAM OBJECTIVES:** To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, or others in the community, yet maintain the security and orderly operation of the institution. Any visit, which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied.
- \*3. **DIRECTIVES AFFECTED:**
  - a. Directives Referenced:  
  
Directives Rescinded:  
  
TRV-5267.06, dated April 14, 2003
  - b. Bureau of Prisons Program Statements 5267.07 "Visiting Regulations", dated April 14, 2003, and 5510.09, "Searching/Detaining of Non-Inmates; Arresting Authority; Use of Metal Detectors", dated March 6, 1998, are referenced.
4. **EFFECTIVE DATE:** Upon issuance.
5. **STANDARDS REFERENCED:** American Correctional Association, 3<sup>rd</sup> Edition, Standards for Correctional Institutions: 3-4149, 3-4255, 3-4272, 3-4440, 3-4441, 3-4441-1, 3-4442, 3-4443, 3-4445 and 3-4446
6. **PROCEDURES:**
  - A. **VISITING FACILITIES:**

The Visiting Room will be arranged to provide an adequate amount of supervision, yet allow for a comfortable and pleasant environment. There are areas designated for use by children in both the SCP and FCI, with the exception of the SCP being equipped with educational games and activities. All games and toys in the FCI are prohibited due to the security level and the availability of space. It is each inmate's responsibility to monitor their children's use of the areas designated and continued misconduct may result in termination of visiting privileges. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose. Minor children under the age of 18 will not be permitted to wait in the parking lot or front entrance of the institution unless they are accompanied by an adult.

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In addition, visitors are not permitted to wait in their vehicles or at the front entrance for more than 15 minutes. All vehicles must be locked and may not contain prohibited items such as firearms, ammunition, explosives, illegal narcotics or alcoholic beverages. All visitors and vehicles are subject to search.

**B. VISITING HOURS:**

Visiting hours for the FCI and SCP are established as follows: Saturday, Sunday, and all Federal holidays from 8:00 A.M. until 3:00 P.M. Visiting hours are also established for Friday evening from 5:00 P.M. until 8:30 P.M. The processing of potential visitors at the respective entrances will ordinarily begin no earlier than 15 minutes prior to the beginning of visiting hours, and will terminate no later than one (1) hour prior to the end of visiting hours.

**C. FREQUENCY OF VISITS:**

Social and special visits (legal or religious) for each inmate will be unlimited in accordance with the institution visiting hours and days. At a minimum, each inmate is authorized four (4) hours of visiting time per month. However, more frequent visitors are subject to early termination should the visiting areas become overcrowded. Exception may be made when indicated by special circumstances, such as distance the visitor must travel, frequency of the visits or health problems of the inmate or visitor. Such arrangements for other suitable hours or days must have a written approval by the Warden, Captain, and the availability of staff to supervise the inmate.

**D. NUMBER OF VISITORS:**

The number of persons allowed, and seats used, while visiting one (1) inmate will be limited to six (6) visitors, including minor children. Visitors are prohibited to visit more than one inmate at any one time, regardless of relationship to the inmate without the written approval of the Captain or the AW(P). Children are not necessarily guaranteed seating depending on the overcrowding of the Visiting Room. The Visiting Room Officers will monitor the maximum amount of visitors (150 maximum capacity) allowed in the Visiting Room at all times to ensure consistent safety compliance.

**Split Visits:**

Should more than six (6) authorized visitors arrive at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. Those visitors departing the Visiting Room must leave the institution. On split visits, only one (1) interchange of visitors will be permitted; i.e., individuals leaving the Visiting Room to permit other members of the party to visit may not subsequently return for further visiting the same day.

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**E. IDENTIFICATION OF VISITORS:**

Visitors over the age of sixteen (16) must have valid proof of their identity. The acceptable forms of identification which may be presented by an inmate's visitor to gain admittance into the institution is a current state or federal approved photo identification. This need not be the only means of identification (staff shall verify the identity of each visitor through driver's license, photo identification, etc., prior to admission of the visitor to the institution). If a visitor does not present appropriate documentation, they will not be authorized to visit. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult. Exceptions in unusual circumstances may be made by special approval by the Warden. The signature of a parent or guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Ordinarily, completing the questionnaire portion of this form (items 1 through 14) is not required if such an applicant is a verified immediate family member of the requesting inmate.

**F. APPROVED VISITORS**

Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the inmate's Unit Team. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team that they have been authorized as visitors. Each inmate will be authorized no more than 20 visitors on their visiting list. This includes children. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list. Inmates requesting to have visitors placed on their visiting lists need to submit a visitor application (BP-629) to their unit team. All new inmates should complete the Initial Visiting Authorization Form (Attachment 6).

Holdovers and New Commitments: When an approved visiting list is not available, visits for new commitments (A&O) and inmates in holdover status may be authorized by the Operations Lieutenant or the Institution Duty Officer (IDO). These visits will be limited to members of the immediate family and can be extracted from the inmate's Presentence Report. These persons include father, mother, stepparents, foster parents, brother and sister, spouse, and children.

Such visitors as grandparents, uncles, aunts, nephews, nieces, in-laws, and cousins are not considered as immediate family and will be denied a visit if they are not on the inmate's approved visiting list. The only exception is a written approval from the Captain.

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**G. VISITS TO INMATES NOT IN GENERAL POPULATION:**

Hospital Patients: If a determination is made that a visit is to be held in the Institution Hospital, such visits will be subject to availability of staff to supervise the visit. The visit will be limited to one (1) hour. The Health Services Administrator (HSA) is authorized to restrict visits because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes a visit inadvisable, or is otherwise not in a condition to see visitors. When the HSA recommends against a visit for medical or psychiatric reasons, the situation will be carefully and sensitively interpreted to the proposed visitor by the HSA or the Institution Duty Officer. The HSA or Institution Duty Officer will prepare a memorandum for the inmate's Central File through the Unit Manager, outlining the circumstances under which the visit was denied.

Authorized visits to inmates hospitalized in the community will be restricted to members of the immediate family and are subject to the visiting policy of the community hospital and those procedures as outlined in the "Hospital Escort" Post Orders. Prior to any outside hospital visits, authorization will be made from the inmates unit team through the Captain, to the Warden for approval.

Special Housing Units: Visiting privileges ordinarily will not be denied because of violation of institution regulations, unless restricted visiting is a formal sanction imposed through formal discipline proceedings. However, inmates in the Special Housing Unit may have their visits denied or restricted if in the opinion of the Warden, or his designee, the visit interferes with the security and orderly operation of the institution, is a threat to other inmates, visitors or staff, or causes disruption inside the Visiting Room. The Operations Lieutenant will be consulted to determine if visitation should be conducted in the Special Housing Unit (SHU), Receiving and Discharge (R&D), or the Visiting Room. SHU inmates will be seated separately from general population inmates at all times during the visit.

Due to security issues, the processing of a potential visitor wishing to visit a SHU inmate will be denied after 1:30 p.m., at the Front Entrance on Saturdays, Sundays, and all Federal holidays. Also, the processing of potential visitors will be denied after 8:00 p.m., at the Front Entrance on Fridays. The only exception will be by written approval from the Captain. SHU inmates wanting to take photos with their visitors must get the approval of the Visiting #1 Officer. SHU inmates will be required to sit as close to the officer's station as possible and will not be allowed to go outside, smoke, or move from their assigned seats inside the Visiting Room. In addition, SHU inmates will remain under direct staff supervision at all times and are not allowed to converse with other visitors and inmates.

**H. PREPARATION OF THE LIST OF VISITORS:**

Each new inmate will be provided information concerning the local visiting guidelines within 24 hours after their arrival, during their Unit Orientation Program. The Unit Team, ordinarily the Counselor, will be responsible for the timely completion of each inmate's visiting list. All pertinent visiting data and information will be entered into the computerized Access Control Entry/Exit System in order to ensure each approved visitor can be positively identified.

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A hard copy of the Visiting List will be placed on top of Section 3 in each inmate's Central File.

When no visits are requested, that information will be recorded in the visiting program and maintained in the Central File. Each inmate will be authorized no more than 20 visitors on their visiting list.

Amendments to the visiting list will ordinarily be processed by the inmate's counselor. An inmate desiring a change of visitors to his official list will submit a request to his counselor with the appropriate information.

The Counselor will request information from potential visitors who are not members of the inmate's immediate family, prior to placing the potential visitors on the inmate's approved visiting list. The requested information will include a "Visitor Information" and "Authorization for Release (Visitor)" Form BP-629.052, Attachment 1. The forms must be completed in their entirety, signed, and returned to the Counselor by the proposed visitor prior to any further action concerning their approval to visit. Upon receipt of the authorized forms, the Counselor may then forward a "Request for Conviction Information" Form BP-S311.052, Attachment 2, along with the release authorization, to the appropriate Law Enforcement Agency for further vouchering, or an official NCIC check. NCIC checks may also be required for the inmate's immediate family members. Inmates that have transferred to FCI Three Rivers may also be required to have immediate family members be subjected to an NCIC check.

The Counselor will notify the inmate in writing of any changes or adjustments to the visiting list. This is accomplished by providing the inmate a copy of the revised list. Upon approval of each visitor, the Counselor will provide the inmate with a copy of the visiting guidelines. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the "Visiting Regulations", Attachment 3.

**I. SPECIAL VISITS:**

**Prisoner Visitation and Support (PVS):** The Prisoner Visitation and Support program will be coordinated through the Volunteer Program Coordinator. When necessary, further coordination will be provided by the Chaplain. Visits will be ordinarily arranged 15 days prior to the visit and will be conducted in the visiting room during regular visiting hours. PVS visitors are also required to read and sign a "Notification to Visitor" form BP-S224.022, Attachment 4, concerning the introduction of contraband. PVS visitors may generally carry paper and writing implements into the visiting room.

**Non-Visiting Days:** Limited visiting (nonlegal visit) may be authorized at other than normal visiting times in unusual circumstances upon recommendation of the Unit Manager and approval of the Captain or Camp Administrator. When this occurs, the Unit Manager will be responsible for providing the staff to process and supervise the visit.

**Consulate Visits:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Consulate of that country will be permitted to visit on matters of legitimate business.

This privilege will not be withheld even though the inmate may have had visits suspended through the discipline process or be confined in the Special Housing Unit.

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Attorney Visits: Visits by retained and appointed attorneys and by attorneys requested by an inmate or his family in contemplation of prospective legal representation will be permitted.

Attorney visits will ordinarily take place during regular visiting hours. However, dependent upon the nature and urgency of the legal issue (i.e., court deadlines, etc.) such visits will not be limited by normal visiting procedures. Legal visits are subject to approval in advance by the Unit Team. The Unit Team will be responsible for providing adequate supervision for attorney visits during non-visiting periods.

An attorney will normally make an advance appointment for a visit through the Unit Manager prior to each visit. Every effort should be made to accommodate an attorney's visit where prior notification was not practical. Prior to approving each visit, attorneys are required to identify themselves (an American Bar Association identification card is considered a standard form of identification) and confirm that they wish to visit an inmate. This may be confirmed by proper identification, showing a letter from the inmate or his family requesting the visit, or other information that would identify them as an attorney of record for the inmate they have requested to see.

The institution reserves the right to refuse admission to those who fail to comply with regulations. If there is a question about the identity of the attorney or his/her qualifications as an attorney, the matter should be referred to the Institution Duty Officer or Regional Counsel.

Visiting attorneys will be subject to a search of their person and belongings for the purpose of ascertaining if contraband is present. They will also be required to read and sign a "Notification to Visitor" Form BP-S224.022, Attachment 4, concerning the introduction of contraband.

Inmate/attorney visits will take place in a private conference room located within the Visiting Room. If all the rooms are in use, the visit may take place within the regular Visiting Room. Visits between attorneys and inmates will not be subject to auditory supervision. If the attorney does not wish to meet in the regular Visiting Room, he or she will be offered the opportunity to reschedule the visit when a private conference room is available. The Warden must authorize the use of tape/video recording devices by attorneys during the course of the visit. The attorney must stipulate in writing in advance of the visit that the only purpose of the recording is to facilitate the attorney/client relationship.

Any immediate grievance or concerns an attorney may have concerning his client which are deemed appropriate for response during the visit are to be referred to the Operations Lieutenant, appropriate Unit Manager, or Institution Duty Officer.

Attorneys will normally visit only one (1) inmate at a time unless prior written approval has been obtained from the Captain or the AW(P).

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Inmates are prohibited from bringing papers or legal material into the Visiting Room unless prior permission from the Warden has been obtained. In these instances, a member of the inmate's unit team is responsible for searching papers/material for contraband prior to the inmate bringing them into the Visiting Room. An attorney may be permitted to take from the institution or leave with the inmate legal documents with prior permission of the Warden. Ordinarily, this material is not to be read by a staff member except with the consent of the attorney and/or the inmate.

Inmates will not participate in Legal or Attorney visits against their will.

Clergy Visits: Special clergy visits may occur if they are approved in advance by the Chaplain and Unit Manager and if they meet an inmate's specific religious needs that are unavailable at this institution, or to assist the inmate in counseling and discussion of family problems. These visits will take place within the regular Visiting Room. If the need is such that a private area is recommended by the Chaplain for the visit, then the Chaplain will arrange for the area where the visit takes place. In conjunction with the Unit Manager, the Chaplain will arrange for staff supervision of the visit. Clergy will also be required to read and sign a "Notification of Visitor" Form BP-S224.022, Attachment 4, concerning the introduction of contraband.

Clergies are permitted to bring religious materials (Bible, pamphlets, paper, etc.) into the institution but are prohibited from leaving these materials with an inmate.

**J. VIOLATIONS OF REGULATION AND/OR INTRODUCTION OF CONTRABAND:**

In order to ensure that a visitor is aware of the above policy, each adult visitor, sixteen (16) years of age and older, will complete and sign a "Notification to Visitor" Form BP-S224.022, Attachment 4, acknowledging his or her awareness and understanding of the possible penalties for violation of the visiting room regulations and/or introduction of contraband into the institution. At the completion of each visiting day, these forms will be sent to the Special Investigative Supervisor's (SIS) Office, where they will remain on file for one (1) year.

If a visit is terminated because of a violation of regulations, the officer identifying the violation will ordinarily prepare and submit an incident report on the inmate(s) involved.

If it becomes necessary to warn an inmate concerning violations of visiting regulations, the visiting room officer will document the warning in writing in a log book. This log book will remain in the Visiting Room. Inmates who violate the institution visiting regulations may be subject to disciplinary action and loss of their visiting privileges.

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**K. SEARCHING OF VISITORS:**

A visitor who exercises his or her option of refusal by objecting to any search, tests, or entrance procedures must leave the institution grounds. Staff will deny admission to any visitor who refuses to be screened by a metal detector or who refuses to undergo a search of personal items; i.e., purse, coats, bags, briefcases, etc. Visitors, who refuse any such search or procedure and elect to leave the institution, will not be permitted to return for a visit without prior approval of the Associate Warden of Programs.

**Metal Detectors:** Visitors will be required to submit to a search before entering the institution by electronic means; i.e., walk-through and/or handheld metal detectors. Their personal effects will also be searched and what is determined unauthorized in the Visiting Room must be returned to the visitor's vehicle. It is not the institution's responsibility to store personal effects or be responsible for any missing items.

Visitors who fail the metal detector screening will not be allowed entrance into the institution. Occasionally, a visitor will be equipped with a prosthesis containing metal. In such cases, a personal search will be conducted in the restroom located in the front entrance, including a thorough examination of the prosthetic device. Visitors may also have surgically implanted pins and plates that will not clear the metal detector. The hand-held metal detector must be used in these cases, in addition to a visual examination of the body area. A visual examination requires the visitor's written consent prior to examining the body area. The Operation's Lieutenant and IDO will be contacted prior to any visual search being conducted on a visitor.

Visitors requiring wheelchairs will keep their personal wheelchair. A thorough search of the wheelchair must be conducted prior to entering the Visiting Room.

**Visual Search:** A visual search (visual inspection of all body surfaces and cavities) may be authorized as a prerequisite to a visit when there is reasonable suspicion that the visitor possesses contraband or is introducing or attempting to introduce contraband in the institution.

Approval from the Warden, Acting Warden, or Administrative Duty Officer must be obtained prior to conducting a visual search of an inmate's visitor.

**Electronic Drug Detection Device:** A random number of visitors will be selected. (The random number will include children and infants.) The only variation from the random number will be if the visitor has previously tested positive or is visiting an inmate on the suspect list.

All visitors scanned will be entered in a bound ledger with the following information: Date, Time of Test, Name of Visitor, Name and Register Number of the Inmate being Visited, Visit Denied ("Y" or "N") in this column, and Reason Visit Denied. (This column is for the type of drug detected and the strength and time of travel too.)



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Visitors that test positive for particles of a controlled substance the first time, will be tested a second time. If the test comes back positive the visitor will be denied entry into the institution for a period of 48 hours. If the visitor returns after the 48 hour restriction, the visitor will be retested for controlled substances. If the test is negative, the staff member will allow the visitor entry into the institution. If the visitor tests positive for a second time within a 30 day period, the visitor will be denied entry for a period of 30 days. If a positive test is conducted after the 30 days suspension, the visitor will be denied entry into the institution for a period of 90 days. Upon returning from a 90 day suspension, at anytime the visitor tests positive a fourth time, the visitor will be denied entry into the institution for a period of 180 days.

All visitors testing positive will be issued a notification to the visitor with the date and the appropriate number of hours/days the visitor's privileges are suspended. In the event the visitor becomes controversial concerning the results, the Institution Duty Officer or a Lieutenant will be contacted immediately.

**L. CONTROLLED VISITING - DENYING VISITS:**

Visiting Restrictions: Visiting may be terminated early because of an institutional emergency, inappropriate behavior on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Visiting may be restricted to controlled situations or more closely supervised visits when there is suspicion that a visitor is introducing or attempting to introduce contraband or when there is concern based upon sound correctional judgment about the visitor presenting a risk to the orderly operation of the institution or visiting room (Attachment 5).

Such violations will be cause for termination of the visit and disciplinary action will be taken against the concerned inmate. Such actions may be cause for removal of a particular visitor from the inmate's approved visiting list. When a visit is terminated, the IDO and the Operations Lieutenant will be notified before the visit is terminated. When a visitor is denied entrance into the institution, the IDO and the Operations Lieutenant will be notified before the visit is denied.

Visitor Attire: Visitors will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki, orange and camoflaug), A visit may be terminated in order to maintain good taste and consideration for others. Questionable attire will be referred to the Operations Lieutenant prior to denial of the visit.

Visitor Conduct: Visitors who give evidence of recent use of alcoholic beverages, drugs or narcotics, or who display inappropriate behavior will not be permitted to visit or remain on the institution grounds.

Profanity: No loud, boisterous talk, or profane language will be allowed while visitors are being processed, escorted, or during the visit inside the Visiting Room.

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Visitors Children: Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. Visitors should not lay down or sleep anywhere in the visiting areas. Children under the age of 16 years old may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made through special approval by the Warden.

**M. RECORDS:**

All visiting records will be forwarded to the SIS Office at the close of each visiting period, where they must be maintained for review purposes.

Front Entrance Officer: When an inmate receives a visit, the Front Entrance Officer will identify the visitor, have him or her sign the visiting log, and fill out a "Notification to Visitor" Form BP-S224.022, Attachment 4. The officer will ensure the visitor is on the inmate's approved visitation list. The officer will ensure the visitor and his or her personal effects are thoroughly searched and his or her hand is stamped appropriately. The visitor will be escorted by Visiting Room staff to the Visiting Room. The escorting staff will ensure each visitor is stamped appropriately upon their arrival in the Visiting Room. NOTE: No more than six (6) visitors, including children will be escorted in or out of the visiting area at any one time.

Visiting Room Officer: The Visiting Room #1 Officer/Camp Visiting #1 Officer will positively identify the visitor(s), and log the date, visitor's name, and time the visitor(s) arrive in the Visiting Room. The time of their departure from the Visiting Room will also be logged. The Visiting Room #1 Officer will also be responsible for logging in the time the inmate enters and leaves the Visiting Room.

The Front Entrance Officer/Camp Visiting Room #1 Officer will ensure all visitors are accurately loaded into the Access Control Entry/Exit Computer System, maintaining an accurate count of visitors and inmates in the Visiting Rooms at all times. The Visitor Sign-in Log will be a bound ledger and the assigned officers will ensure it is completed properly and maintained on the post.

**N. SUPERVISION:**

It is the responsibility of all Visiting Room Officers to ensure the visiting room regulations are followed as outlined in this supplement and that visits are conducted in a quiet, orderly, and dignified manner. Direct observation of visits is not required at all times, but officers will constantly observe the general visiting areas. Inspections should determine that visits are being conducted in an acceptable manner.

At no time will the Visiting Room Officer be allowed to accept articles or gifts of any kind from an inmate or visitor. No items will be given to visitors by an inmate without the prior written approval as noted in this supplement.

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The Visiting Room Officers should be aware of any article(s) passed between the inmate and his visitor. If there is substantial basis to conclude that materials are being passed which constitute contraband, or are otherwise in violation of the law or regulations, the Visiting Room staff may examine the materials. The Operations Lieutenant will be consulted in questionable cases.

Visual/Strip: At the FCI, a visual/strip search of each inmate is required at the beginning and at the end of a visit. Camp inmates will be pat searched, with visual/strip searches being conducted on a random basis. A handheld transfrisker will be used during visual/strip searches. All searches will be conducted in private, out of the sight of visitors and other inmates.

Restroom: Restroom facilities for visitors are located inside the Visiting Room. Inmates, only under the direct visual supervision of Visiting Room staff, will be authorized to utilize the restroom located in the search/shakedown area. Inmates will randomly receive a visual search prior to being allowed to use this restroom.

**O. OTHER APPLICABLE REGULATIONS:**

Inmate Dress Code: All inmates must wear issued khaki clothing that is clean and in neat condition. Shirts must be worn and must be tucked in. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others.

Inmate Property Authorized: The inmate will not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one white handkerchief and photo tickets purchased in the Visiting Room vending machine. Inmates are not allowed to exit the Visiting Room with cigarettes or items purchased from the vending machines. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the #1 Visiting Room Officer prior to being brought into the Visiting Room.

Visitor's Prohibited Items: Visitors are not allowed to take any unapproved items into the Visiting Room. All nonpermissible items must remain in the visitor's vehicle in the parking lot. No food items, chewing gum, or medication are permitted in the Visiting Room, with the exception of nitroglycerine tablets. Prohibited items include but are not limited to the following items: large handbags, umbrellas, instant type photos, photo albums, film, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, chewing gum, pens, pencils, eating and drinking utensils, thermos sports bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, tape recorders, are allowed (see exceptions for tape recorders under "Attorney Visits") (Attachment 5). A visitor may take a wallet or small, clear change purse with no more than \$20 into the Visiting Room.

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Infant Care Items: Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted.

Children may not take in toys, books, cards, dolls, crayons or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and it must be clear plastic. Mothers who breastfeed must have a small blanket or other type of covering to ensure the breast is not exposed during nursing.

Pets: Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. In such cases, the visitor must provide staff with certification that the dog is trained for that purpose.

**P. MEALS:**

Food items are not permitted to be brought into the institution, except baby bottles filled with formula or milk, which can be brought into the visiting area after having passed a security check with the metal detector and a visual inspection of the contents.

**Q. TRANSPORTATION ASSISTANCE:**

Unit Staff will provide inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify routes which are commonly used for traveling to and from the institution. It will be the responsibility of the inmate to forward these to approved visitors.

**7. MANAGING DEPARTMENT: Correctional Services**

Approved by:

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Edward Perez, Warden

Distribution: Warden  
Associate Wardens  
Unit Managers  
Captain  
Law Library  
AFGE  
SCRO

\* double underline areas denote changes from previously issued supplement.